INVITATION FOR BIDS

The University of Rochester invites sealed bids, in duplicate, for:

GENERAL CONSTRUCTION WORK
Campus Planning, Design and Construction Management

SUBMISSION OF BIDS
Bids will be received by the Owner until 2:00PM., Local Time, at the office of the University of Rochester, Campus Planning, Design and Construction Management, 271 East River Road, Rochester, NY 14627.

OPENING OF BIDS
Bids will be opened privately. Bid tabulations will be distributed to all Bidders after award of Contract.

EXAMINATION OF DOCUMENTS
Contract Documents may be examined at the following offices after:

University of Rochester
Campus Planning, Design and Construction Management
271 East River Road
Rochester, NY 14627

OBTAINING CONTRACT DOCUMENTS
Drawings, Specifications, and Bid Forms may be obtained by invited Bidders at the office of University of Rochester Campus Planning, Design and Construction Management, 271 East River Road, Rochester, New York 14627, beginning at 2:00PM on. Prospective Bidders will be issued one set each at no cost. If a plan deposit is required, checks in the amount of $25 will be submitted and made payable to the Consultant. Prospective Bidders will be issued a maximum of two (2) sets each. Additional sets or copies of sheets may be purchased by Bidders from City Blue Print Co., 68 Scio Street, Rochester, NY 14604, Phone (585) 454-1695, where the drawings will be on file.

Subcontractors, Material Suppliers, etc., may examine documents at one of the invited bidders or obtain project contract documents at the cost of reproduction, from City Blue Print Co., 68 Scio Street, Rochester, NY 14604, Phone (585) 454-1695. Subcontractors, material suppliers, etc are responsible for obtaining any and all related contract documents (ie. Addenda, reissued drawings, and specs, etc).
PRE-QUALIFIED CONTRACTORS

All Contractors and Subcontractors must be pre-qualified to bid work at the University of Rochester unless the subcontract is less than $10,000. Contractors can download a Pre-Qualified Construction Contractor List at http://www.facilities.rochester.edu/ppm/prequal/.

RETURN OF DOCUMENTS

If the invited bidder declines to submit a bid, return of the contract documents to the University of Rochester is requested.

Upon returning sets promptly and in re-usable condition within 20 days after the date of the Bid opening, deposits will be refunded as follows:

1. Any Bidder will be refunded his deposit in full.
2. Any prospective Bidder who does not submit a Bid will receive one-half of his deposit.
3. All Contract Documents received (except for Documents held by Successful Bidders) must be returned to the Architect.

RIGHT TO WAIVE OR REJECT

The Owner reserves the right to waive any informalities in or to reject any or all Bids.

BID SECURITY

Each Bidder must deposit with his Bid, security in an amount of at least 5% of the bid (payable to the University of Rochester) and in a form subject to the conditions provided in Articles 4 and 9 in the Instructions to Bidders.

WITHDRAWAL OF BIDS

 Withdrawal of Bids will be subject to the conditions provided in the Instructions to Bidders.

AWARD OF CONTRACT

The apparent low Bidder will be issued a Purchase Order or Contract Agreement by the Owner assuming bids are within budget. The work can promptly start upon receipt of the performance and material and labor payment bonds (when required) and the specified Certificate of Insurance, and an executed copy of the agreement.

The successful Bidder will be issued a maximum of twelve (12) sets of contract documents for construction and three (3) sets of contract documents (one set with “wet seals”) for permitting purposes. The successful Bidder must pay all reproduction costs for any additional sets of contract documents required for construction, coordination, permitting, etc.

On-site (Administrative) construction is expected to begin approximately on or about _____.
COMPLETION TIME

Final completion for this project must occur no later than _____.

The Contractor shall include in his bid as much overtime and shift work as he deems necessary to complete the work in the specified time. Work may be scheduled seven (7) days per week if required and approved in advance by the Owner. Overtime is the responsibility of the Contractor.

PRE-BID MEETING

A Pre-Bid Meeting shall be held on _____ promptly at _____, after which a site visit of the areas will take place.

INSPECTION OF SITE

Bidders will be able to visit the Site during the bidding period with prior notification. Please contact _____, Phone _____ to schedule an appointment for such visit.

INVITED BIDDERS

The following companies are invited to submit bids on the above referenced project.

- ___
- ___
- ___
- ___

Signed: ______________________________

Project Manager

Date: _____

master - invitation for bids revised 11-10-14.docx